



**CITY OF SAN ANTONIO
JOB ANNOUNCEMENT
111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108**

CITY MARSHAL

The City Marshal assists in managing the safe and efficient operation of the Municipal Court by supervising the Marshal Unit, City Detention Center and Building Security operations. Works under the direction of the Municipal Court Administrative Services Director/Court Clerk, and exercises direct supervision over professional, paraprofessional, and clerical staff members.

The ideal candidate should possess: excellent leadership and management skills, with proven ability to oversee assigned staff and administer goals, objectives, and procedures for providing effective services; proven competency in identifying and responding to community issues, concerns and needs, and in establishing and maintaining positive public relations; strong ability to communicate clearly, both verbally and in writing; exceptional decision making skills, with the proven ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and effectively implement approved recommendations in a timely manner.

Essential job functions include, but are not limited to, the following:

1. Ensures compliance of the Marshal Unit with laws governing the operation of a law enforcement function including but not limited to officer training, agency reporting, and TCLEOSE licensure responsibilities.
2. Manages the operation of the City's Detention Center and ensures compliance with all laws governing its operation.
3. Provides oversight of building security operations and ensures bailiff duties and security building entry screening operations are effective; monitors associated contracts for compliance and initiates payment or billing as scheduled.
4. Maintains inventories of assigned equipment; ensures equipment is functional and initiates repair orders as indicated.
5. Develops, revises, implements and evaluates policies and procedures relating to the position's assigned areas of responsibility.
6. Maintains an excellent relationship with all law enforcement agencies operating in Bexar County and serves as a point of contact for issues pertaining to their use of the City's Detention Center.
7. Provides assistance to law enforcement agencies operating outside of Bexar County, who visit the facility requesting guidance relating to prisoner processing or lawful matters.
8. Ensures Administrative staff is notified of unusual arrests, which require special processing.
9. Locates and as necessary arrests individuals with outstanding San Antonio Municipal Court warrants.
10. Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assists in implementing and administering disciplinary and termination procedures.
11. Assists in managing, developing, and administering the department budget; estimates funds needed for staging, equipment, materials, and supplies; assists in directing the monitoring and approval of expenditures; and assists in directing the preparation and implementation of budgetary adjustments as necessary.

Required Education and Experience include:

Bachelor's Degree from an accredited college or university with preferable coursework in Criminal Justice, Law Enforcement, or a related field. Ten (10) years of increasingly responsible professional experience in police work, including five (5) years of supervisory or administrative experience or equivalent is preferred.

Miscellaneous Requirements include:

A valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; submission to pre-employment drug testing with a verified negative result, and comprehensive background check as a condition of employment. Requires an Advanced Level TCLEOSE certification or ability to obtain within six (6) months of employment; Master Level is preferred.

Effective February 1, 2006, this position will be exempt from the provisions of Municipal Civil Service, and will be subject to at-will employment status. As such, the selected candidate will have no disciplinary appeal rights to the Municipal Civil Service Commission, and can be terminated at any time for any reason.

Salary range from \$42,444 - \$63,672, with starting salary negotiable depending upon education and qualifications. Apply with cover letter, resume, and references to City of San Antonio Human Resources Department, Attention: Sherrel Dawson, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas. **Candidate information will be accepted through Friday, January 27, 2006 at 5:15 PM CST.** For additional information, contact Sherrel Dawson at (210) 207-4397.